

COMMON DOCUMENTATION TASKS FOR ALL SETTINGS (IN-HOME & OUT-OF-HOME)

Documenting a Person's Demographics

Accurate documentation of a child's demographic information is critical to successful documentation of an In-home or Out-of-home placement. This page pulls Adoption and Foster Care (AFCARS) reporting data as well as ties parent to child, which allows pertinent demographic information to populate into legal templates.

Most specifically, a child must have their date of birth and their gender documented before an Out-of-home placement can be completed in the application.

The screenshot shows a web application window titled "Person Management 'Abby, Angel' ID:20997 -- Web Page Dialog". The application is "eWISACWIS". The interface includes a navigation bar with tabs: Basic, Additional, AKA Names, Address, Relationship, Kinship/AFCARS, and Background Check. The "Basic" tab is active. The form contains the following sections:

- Name:** ID: 20997, Prefix: (dropdown), First Name: Angel, MI: (dropdown), Last Name: Abby, Suffix: (dropdown), and a checkbox for "Save as AKA".
- Basic:** Gender: Female (dropdown), U.S. Citizen: (checkbox), SSN: 431-55-8512, Birth Date: 03/26/1999, Birth Place: (text), Death Date: 00/00/0000, Commitment#: -, and County Person ID: (text).
- Other Fields:** Wisconsin Resident: Yes (dropdown), Primary Language: English (dropdown), Religion: (dropdown), Marital Status: (dropdown), and Interpreter Required: (checkbox).
- Ethnicity:** Primary Race: White (dropdown), Race: (dropdown), Ethnicity: (dropdown), Hispanic/Latino: No (dropdown), Indian Tribe: (dropdown), Indian Tribe 2: (dropdown), and Tribal Reference #: (text).

At the bottom right of the form are "Save" and "Close" buttons.

Person Management Page>Basic Tab

Step 1 of 2

- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

The screenshot shows the eWiSACWIS web application interface. The title bar reads "Person Management 'Abby. Angel' ID:20997 -- Web Page Dialog". The application header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "ABC", and "Help". Below the header is a tabbed interface with the following tabs: "Basic", "Additional", "AKA Names", "Address", "Relationship", "Kinship/AFCARS", and "Background Check". The "Basic" tab is currently selected.

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status: Child's Guardian (2):

Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#)

Child was previously Adopted **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned

HSRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

[Save](#) [Close](#)

Person Management Page>Additional Tab

Step 2 of 2

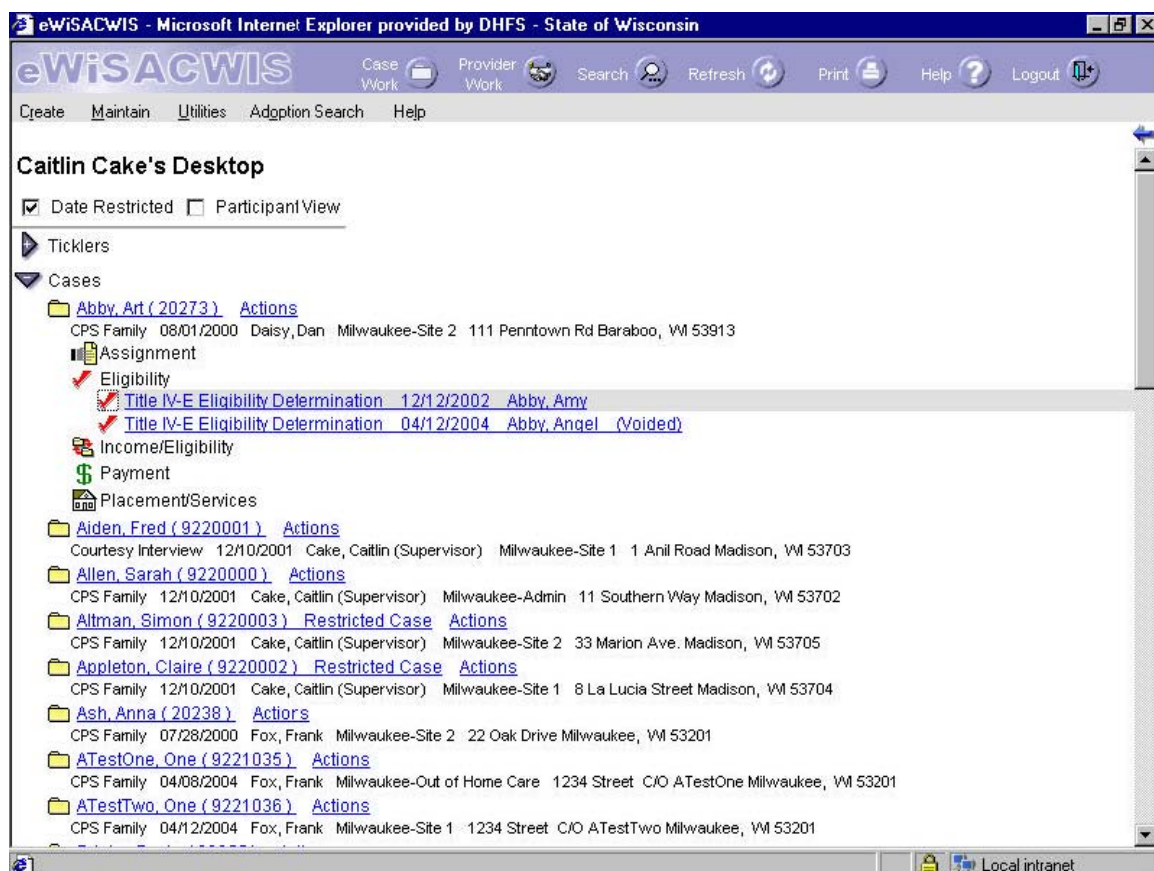
- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father Field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

Documenting Eligibility in eWiSACWIS

eWiSACWIS Desktop>Eligibility Icon

Step 1 of 2

- From your eWiSACWIS desktop click on the case folder icon for the case in which you've just created the Out-of-Home placement.
- Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination row for the child you have just placed. This will open the Eligibility page for that child.



Eligibility Page>Basic Tab

Step 2 of 2

- Enter the appropriate removal from home information and Petition/Court Order dates or Voluntary Placement Agreement date.
- Indicate from whose home the child was removed.
- Click the Search hyperlink to launch the Search page and search for the appropriate person from whom the child was removed.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Basic tab and (depending on which hyper link you selected) will populate the person you selected into the Name and/or Name of Relative field.
- Indicate the Relationship(s) of the person(s) to the child.
- Indicate whether the child was in receipt of AFDC-MA as described.
- Complete the Removal Home Address information.
- Click Options>Deprivation>Go
- Complete the Deprivation pop-up page and click Continue.

- Click Options>IV-E Referral Form – CFS-2123T>Go
- Complete the CFS-2123T form and click Close and Return to eWiSACWIS.
- Click Options>Refer to SEU Regional Manager>Go. This will save the eligibility record and automatically refer it to the system designated Eligibility Specialist for completion.
- Click Close on the Eligibility page.

Eligibility - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check REC Help ?

Eligibility
 Child Name: Abby, Amy Case Name: Abby, Art Title IV-E Remova Date: 12/12/2002

Basic Initial Determination Redeterminations

Referral Information
 Referred by: Date Referral Received: 00/00/0000

Demographic Information
 DOB: 09/12/1995 Age: 8 If Over 17, Expected Graduation Date: 00/00/0000 ☐ Child Receives SSI

Removal from Home Information
 Removal from Home was: ☒ Court Ordered ☐ Voluntary Placement Agreement
 Petition Date: 12/12/2002 Court Order Date: 12/12/2002
 VPA Date: 00/00/0000
 Child Removed from home of: ☒ Mother ☐ Father ☐ Both ☐ Other
 Name: Abby, Alice Relationship to Child: Mother [Search](#)
☐ Did the child reside with any non-household member relatives during the six months prior to the petition?
 Name of Relative: Relationship to Child: [Search](#)
☐ Was the child in receipt of AFDC-MA in the month the petition was filed or in one of the six months prior to the month the petition was filed, or was the child removed from an AFDC-MA household?

Removal Home Address
 Street: 111 Penntwon Rd. Apt:
 WI City: Baraboo, 53913 City: Baraboo State: WI Zip: 53913
 Country: United States Home Phone: (555)555-5555 Work Phone: (555)555-5555

Options: Refer to SEU Regional Manager [Go](#) [Save](#) [Close](#)

Done Local intranet

Ending a Placement or Service in eWiSACWIS

A case will not be able to be closed unless the placement ending reason and date of the last placement setting documented in the OHP page has a corresponding discharge reason selected for each child who has been in placement. This rule applies to all situations except those placements ended for reason of Transfer to Adoptions, where the child is subsequently transferred to the state special needs adoption program. In these instances, the case can be closed even though the placement end reason is not a discharge from all placements.

Below is a listing of the Placement Ending Reasons used in the OHP page and how they filter by Placement Ending Purpose.

Placement Ending Reasons and Structure Key

Administrative Change w/in Placement Episode- refers to legal, fiscal or administrative transactions; generally these values are either system-driven or used for Adoption Assistance or Kinship Care cases

Adoption Assistance
Adoption by Foster Family
Adoption by Non-Relative
Adoption by Relative
Birthday Batch
Child No Longer Living with Relative
Child Receiving SSI
Death of Adoptive Parent(s)
Duplicate Provider Clean-up
Fiscal Clean-up **
Lost Contact with Provider
Out-of-Home & Parent Not Supporting
Parent Agency Update
Parent Incarcerated
Placement Made in Error
Prvd Not Able to be Licensed/Certified
TPR
Verification of Support Requested

** Value will be available March 27th, 2006

Agency Transfer within Placement Episode- refers to placements where the child remains in care by the responsible agency changes, i.e. transfer from county to county or from county to adoptions.

Transfer to Adoptions - Eastern Region
Transfer to Adoptions - Milwaukee
Transfer to Adoptions - Southern Region
Transfer to Adoptions - Western Region
Transfer to County (County list)

Placement Change within Placement Episode- refers to placement changes from one provider to another while the child remains in the same placement episode.

Adoption Disruption
Agency Requested Change
AWOL from Ct-Ord. Plcm-NOT Closing Case
Child committed to Other State Inst.
Child in Correctional Fac. W/Aftercare
Child Placed in Detention
Child Requested Change
Parent/Relative/Guardian Requested Change
Provider No Longer Licensed
Provider Requested Change
Runaway - NON Ct-Ord Plcm - NOT Closing Case
Trial Home Visit from Court-Ordered Plcm

Discharge from Placement Episode- refers to placements that end with no subsequent placement by the agency or the court; In these instances the child is exiting placement to a permanent outcome and the agency is no longer responsible for the child's physical custody. The child may remain under court supervision, but is no longer in placement. A subsequent placement is counted as a re-entry to Out-of-Home care.

AWOL from Ct-Ord. Plcm-closing case
Child in Correctional Fac. NO Aftercare
Custody Transfer to Licensed Priv Agency
Death of Child
Entered Military Service
Independent Living
Marriage
Over 18 and Graduated
Placement with Relative
Reunification w/Parent(s)/Primary Crtr
Runaway - NON Ct-Ord Plcm - Closing Case
Transfer of Guardianship Non-Relative
Transfer of Guardianship Relative
Turned 18
Turned 18 and not in School
Turned 18 Non Supp Prnt(s)
Turned 19

Placement Discharge and Discharge Date

The placement episode ends with the date the child exits placement.

The Ending Purpose is considered a discharge from the placement when the ending is a permanent outcome, i.e. reunification with parent or relative, adoption, other.

The Ending Reason describes how the individual's placement came to be a discharge from all placements.

The discharge Reason field further identifies (if necessary) how the ending of the placement is considered an ending of all placements.

Service Ending -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Service Ending

End Date: 01/01/2005

Ending Purpose: Discharge from Placement Episode

End Reason: Reunification w/ Parent(s)/Primary Crtr

Is the End of This Child Placement a Discharge from All Placements? Yes No N/A

Discharge Reason: Reunification w/ Parent(s)/Primary Crtr

☐ Override

Options: [dropdown] Go

Save Close

Placements and Services Page>Service Tab

Step 1 of 1

- From the Service Tab of the Placements and Services Page select: Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date
- Select an Ending Purpose that accurately reflects why the placement ended (See Ending Purpose Descriptions in the Key Placement Terms and Definitions section of this manual).
- Select an End Reason. Note that the list of values filters based on the Ending Purpose that you chose initially. The End Reasons that you choose will automatically record a Yes to the question: “Is the End of This Child’s Placement a Discharge from All Placements”.
- If the Child’s Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then Close on the Service Ending pop-up page.
- Click Close on the Placements and Services page.